

State of Montana
BOARD OF REALTY REGULATION
301 S PARK 4TH FLOOR, PO BOX 200513
HELENA MT 59620-0513
406-444-2961
E-mail: realestate@mt.gov

SALESPERSON RENEWAL APPLICATION
Renewal fee \$175

The Board staff is here to assist you; however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadline. **Incomplete renewal forms will be returned and considered not received.**

INSTRUCTIONS:

You can renew and file continuing education- on-line at: realestate.mt.gov **SAVE YOUR CONFIRMATION NUMBER**

1. On-line renewal is available by e-check or credit card. Mail in fees are payable by check or money order. **DO NOT SEND CASH.** Make checks payable to: **Board of Realty Regulation**
2. Failure to renew **prior** to January 1, 2006 will result in your real estate license lapsing.
3. To change employment, cross out your current broker's name found in the upper right hand corner and replace with your **new** broker's name. Have both brokers sign the bottom of this form.. Send in your license, and an **additional** \$45.00 transfer fee with your renewal.
4. If currently inactive, only pay the \$175.00 renewal fee, complete your home information, sign, date and return the renewal. To place your license on inactive status: write on the renewal form, "place my license on inactive status"and complete the home information. Remit the \$10.00 inactive fee **plus** the renewal fee, sign and date the application. Your broker must send a letter of release of supervision to this office along with your wall license.
5. If you fail to renew by the December 31 deadline, you may late renew your license by completing the same procedure and paying the **additional** late fee of \$200.00 until February 14, 2006. **The late fee is non-refundable and non-waivable.**
6. Encourage your broker to send all applications in before December 1, 2005 to ensure adequate processing time.
7. Resident licensees from Colorado, Georgia, Idaho, Iowa, Nebraska, New Mexico, Oregon, South Dakota, Tennessee, Utah, Wyoming, and Alberta Canada must provide a copy of your current resident licenses in lieu of continuing education. All other **Non-resident** licensees must meet our continuing education requirements and provide the proper continuing education for 2005

PLEASE FILL OUT PERSONALLY

CURRENT HOME ADDRESS _____
(STREET, PO BOX IF USED FOR MAILING, CITY, STATE, & ZIP CODE)

****NOTICE**** You must answer the following question:

YES ____ **NO** ____ Have any legal or disciplinary actions been instituted against you since you filed your last renewal? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation.

MILITARY EXEMPTION: Section 37-1-138, MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed on inactive status. Therefore, upon receipt of verification of active military service and submission of this completed form, the Board will place such person's license on inactive status.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

DATE: _____ SIGNATURE _____

Transferring License:

New Broker Signature: _____

Releasing Broker Signature: _____

DEADLINE-DECEMBER 31,2005

TURN PAGE OVER FOR EDUCATION REPORTING FORM

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EDUCATION REPORTING FORM

IMPORTANT! YOU MUST COMPLETE YOUR 2005 CONTINUING EDUCATION REPORTING FORM. YOU WILL NOT BE ALLOWED TO RENEW YOUR LICENSE WITHOUT REPORTING YOUR CONTINUING EDUCATION. EVEN IF YOU ARE ON INACTIVE STATUS YOU MUST COMPLETE AND REPORT YOUR CONTINUING EDUCATION. DO NOT SEND YOUR COURSE COMPLETION CERTIFICATES. YOU MAY BE REQUESTED TO DO SO THROUGH THE AUDIT PROCESS AT A LATER DATE.

The Board staff is here to assist you, however, as a licensee it is your responsibility to properly file your continuing education reporting form. **All applicable renewal fees apply when filing your renewal form.**

INSTRUCTIONS

You can file online at realestate.mt.gov

1. Complete the education reporting form in its entirety. **Incomplete forms will be returned and considered not received.**
2. Education reporting forms are due to the Board of Realty Regulation office by December 31, 2005.
3. Failure to return the reporting form prior to January 1, 2006, will require the payment of \$200.00 late filing fee. **The late fee is non-refundable and cannot be waived.**
4. Education reporting forms will not be accepted after February 14, 2006.
5. Failure to return the completed education reporting form by February 14, 2006, is unprofessional conduct as stated in ARM 8.58.415A and ARM 8.58.419, and will result in disciplinary action by the board.

PLEASE FILL OUT PERSONALLY - TYPE OR PRINT

1. Enter the number of approved mandatory real estate CE hours attended in 2005 (at least 4 hours): _____
2. Enter the number of approved elective real estate CE hours attended in 2005. _____
3. Enter the total number of carry-over reported for last year (refer to your copy of last year's form. The **Board staff cannot supply this information** to you): _____
4. Total lines 1, 2 and 3: _____
5. Subtract 12 hours needed to satisfy this year's requirement: _____ -12
6. Enter remainder on this line. This represents your carry-over to next year. These hours automatically convert to elective hours. (Cannot exceed 6 hours): _____

NAME AND ADDRESS OF AGENCY (if inactive, provide home information)

AGENCY PHONE NO. _____ AGENCY FAX NO. _____

E-MAIL ADDRESS _____ HOME PHONE NO. _____

Licensee

I swear that the information given herein is true: Signature _____ Date: _____

*** DEADLINE DECEMBER 31, 2005 ***

TURN PAGE OVER FOR RENEWAL FORM